

LINCOLN COUNTY ADMINISTRATIVE & LEGISLATIVE COMMITTEE

Wednesday, February 4, 2026 - 4:30 PM

MINUTES

1. Call to Order

Meeting called to order by Chair Boyd at 4:30pm

Supervisors Present: Jesse Boyd, Julie DePasse, Lori Anderson-Malm, Marguerite Lyskawa, Angela Cummings, Greg Hartwig, Ken Wickham

Department Heads Present: Matt Pultz, Travis Spoehr, Karry Johnson, Renee Krueger

2. Approval of the Minutes

a. Approve Minutes From 01.07.26:

M/S Cummings/Lyskawa to approve the minutes from 01.07.26. Carried on voice vote.

3. Consent Agenda

a. Financials

Financial Reports reviewed. No concerns noted. Reports placed on file.

b. Activity Reports (written) & Discussion as needed

The committee discussed reports. Krueger provided a verbal report. Concerns were expressed regarding changes in *Indeed* recruitment tool and options for moving forward. Recommendation made to explore a Lincoln County Job Fair through the Economic Development Corporation.

4. Discussion & Action

a. Preliminary Discussion on Compensation Study Target Market

Shanon Swaney and Jenna Bidwell from Total Rewards Consulting presented on the Target Market for the Compensation Study. The committee discussed the identified sources and requested that the compensation packages be weighted in the discussion. The consultants provided an explanation as to how this could be accomplished. The committee also discussed strategies to assess what is preferred in the hiring market currently, benefits versus pay, and will be interested in assessing what is more valuable.

b. Artificial Intelligence (AI) Acceptable Use & Security Policy

Spoehr presented the draft policy for Artificial Intelligence. The committee discussed. The committee requested more time be allowed for Corporation Counsel's feedback. No action taken.

c. Discussion and Possible Action: Request for New Position - Program Assistant (Legal)

Krueger reviewed the current policy and required approval timelines for incorporating new position requests into department budgets, and then explained the specific need for the position under consideration. The Committee discussed potential funding strategies, the necessary qualifications to meet the position's needs, and challenges in the current process for assessing and prioritizing new budget requests.

M/S DePasse/Anderson-Malm, to approve the new position request for inclusion in the 2027 budget, with the actual filling of the position contingent upon funding availability. The motion carried on a voice vote.

d. Continued Discussion and Possible Action Regarding Updates to Employee Handbook

- **Current Draft**
- **Friday Hours**
- **Telecommuting**
- **Forestry Clothing Allowance**

Krueger noted that the draft policy was included this month. Last month we reviewed an overview of changes and the Committee wanted additional discussion. Krueger stated that the draft still has work to be done but wanted to get clear direction by the committee on the listed items. Krueger did request feedback from department heads and provided a compilation of responses.

The committee discussed the early closure on Fridays. It was the consensus of the committee that the building should remain open Monday through Fridays to the public from 8am until 4:30pm. The committee discussed that there are different ways that departments can meet public needs and should continue to be allowed the autonomy to do so as long as the public-facing departments continue to provide public service during building hours. At this time, the language in the policy will remain while an ordinance addressing the county building hours is drafted for review.

The committee discussed telecommuting. The procedures which our departments use will be brought back to the committee to review to answer concerns about the operational implementation of the policy.

Forestry Clothing Allowance was recommended for adoption.

5. Resolutions and Ordinances

a. Setting Annual Compensation for County Elected Officials (Clerk of Courts, Sheriff, Coroner)

M/S Cummings/DePasse to approve. Carried on voice vote.

b. Ordinance Amending the General Code of the County, Section 25.04

M/S Hartwig/DePasse to approve the ordinance. M/S Wickham/Cummings to amend the motion to strike 9.02 upon Corporation Counsel's verification that it was repealed. Amended motion carried on voice vote.

6. Set Next Meeting Date & Adjourn

a. Wednesday, March 4, 2026

Meeting adjourned 7:55pm